E-mail and Web Addresses

Name: _____ Group: _____

I.   MATCH THE SYMBOLS TO THE NAMES.

.	**a) asterisk**
/	**b) colon**
@	**c) slash**
:	**d) dot**
-	**e) capital letters**
_	**f) hyphen**
#	**g) at**
*	**h) lower-case letters**
contact	**i) underscore**
CONTACT	**j) hash**

II. WATCH THE VIDEO AND COMPLETE THE INFORMATION.

Contacts ___/___/___

Name:

Phone number:

E-mail:

Name:

Phone number:

E-mail:

Name:

Phone number:

E-mail:

III. LABEL THE PARTS OF THE E-MAIL.

SIGNATURE   **RECIPIENT**   **SUBJECT**   **GREETING**   **CLOSING**

CARBON COPY   **ATTACHMENT**   **BODY**   **BLIND CARBON COPY**

To   DA Daniel Acosta   ✕

Cc   N NANCY EDITH CRUZ LARA   ✕

Bcc   P9 Preparatoria 9   ✕

Plan de Curso and doubt

EJ22-Con2-PlanCurso.doc
129 KB

Dear Mr. Acosta:

Thank you for sending me the documents for the Business English course. I'm already working on them. I just want to know which is the deadline to send them back. Could you give me that information, please? Also, I attached to this message the Plan de Curso for the MCMOL subject you asked.
I'll be waiting for your response.

Yours truly,
MC. Carmen C. García Torres